

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, January 14, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, Thurow
Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, M. Hardy, T. Pinion, members of the press and others.

The Pledge of Allegiance was given.

Moved by Wedekind, seconded by Kolb and carried to approve the minutes of December 10, 2019 & January 7, 2020.

Moved by Ellington, seconded by Alt and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – None Scheduled

PUBLIC HEARINGS - The Mayor announced that this is the published date and time to hear public comment concerning the request of Karla and Josh Reinhardt, LC to repeal the Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The Mayor congratulated the following staff on their anniversaries:
 - Greg Mayer, Public Works Dept. 5 years
 - Brenda Carey-Schick, Library 5 years
- The Mayor congratulated Alderperson John Alt who will be resigning from his seat on the Baraboo Common Council effective February 26, 2020. Thank you John for your dedication, service, and all your hard work.

*If any resident residing in Aldermanic District 7 is interested in serving on the Baraboo Common Council, please complete the application located on our website under the “Resident” tab by Friday, February 14, 2020. For more information or questions, please contact Mayor Palm.

CONSENT AGENDA

Resolution No. 19-149

THAT the Accounts Payable in the amount of \$ 7,744,795.87 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-150

THAT the City Clerk be authorized to issue the following Liquor Licenses:

Picnic License

- St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Resolution No. 19-151

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Dustin Nachtigal, Wal-Mart
- Tyler James Nemitz-King, Casey's
- Mariah Deyo, Baraboo Burger Company

Moved by Kolb, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

NEW BUSINESS – RESOLUTIONS**Resolution No. 19-152**

WHEREAS, the Plan Commission has recommended approval of the Plat of Island Court Condominium for a two-unit condominium on Lot 1 of Certified Survey Map No. 4892;

NOW, THEREFORE, BE IT RESOLVED that the Plat of Island Court Condominium, containing one (1) existing duplex building or two (2) condominium units, is hereby granted final approval subject to the applicable provisions of Chapters 236 and 703 of the Wisconsin Statutes and Chapter 18 of the Baraboo Municipal Code of Ordinances, provided that the recorded version of the Condominium Instruments are identical to the copy filed with the City Engineer and that all review fees be paid in full.

Moved by Ellington, seconded by Alt and carried that **Resolution No. 19-152** be approved-9 ayes.

Resolution No. 19-153

THAT the Civic Center be permitted to extend a special rental agreement to Bike Wisconsin allowing for the use of the Civic Center gymnasium, kitchen, locker rooms and room 12 including allowing overnight camping on Civic Center grounds the night of June 18, 2020 for a total of \$620.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-153** be approved-9 ayes.

NEW BUSINESS - ORDINANCES

Moved by Ellington, seconded by Alt and carried unanimously to approve the 1st reading of **Ordinance No. 2540** revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:
 - a. No Parking Any Time on the north side of Sauk Avenue, from a point 650 west of the centerline of Industrial Court to a point 800 feet west of the centerline of Industrial Court.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 1st reading of **Ordinance No. 2541** amending §8.05 of the Baraboo Municipal Code regarding Snow and Ice Removal.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 8.05 of the Baraboo Municipal Code is amended as follows:

8.05 SNOW AND ICE REMOVAL. (1965 01/12/99, 2033 11/14/2000, 2180 02/08/2005, 2287 10/14/2008, xxxxxxxx)

- (1) **SIDEWALK SNOW AND ICE REMOVAL.** The owner or lessee of every lot or parcel of land in the City in front of or abutting upon a sidewalk shall clear the entire width of such sidewalk of snow and ice no later than 24 hours after such snow or ice has accumulated thereon. The owner or lessee of a lot or parcel abutting sidewalks on two intersecting streets shall remove all snow and ice from the sidewalks of both streets, including that portion of the sidewalks bordering the crosswalk, including the entire curb ramp, if any, through the snow plow line to the cleared street, regardless of the source of the snow or ice accumulation. In the event sidewalk snow or ice shall become frozen so hard that it cannot practically be removed, the owner shall keep the sidewalk effectively sprinkled with sand, salt, or other suitable substance in such manner as to prevent the ice from being dangerous, and shall promptly clean such sidewalk as soon as weather permits.
- (2) **SNOW NOT TO BE DEPOSITED ON PUBLIC WAYS; CREATION OF DOWNTOWN SNOW REMOVAL DISTRICT.**

Except in the downtown snow removal district, no person shall deposit any snow on any public street or alley in the City unless such person shall, within one hour thereafter, cause such snow to be removed from such street or alley. Sidewalk snow may be deposited within the tree bank, but shall not be deposited in the street.

- (b) A downtown snow removal district is hereby created within the following perimeter: Commencing at 1st Avenue and Broadway, thence east on 1st Avenue/Street to Ash Street; thence north on Ash Street to 3rd Street; thence east on 3rd Street to East Street; thence north on East Street to 4th Street; thence west on 4th Street to Ash Street; thence north on Ash Street to 5th Street; thence west on 5th Street/Avenue to Birch Street; thence south on Birch Street to 3rd Avenue; thence east on 3rd Avenue to Broadway; thence south on Broadway to 1st Avenue, the point of beginning. The perimeter shall be considered to run down the middle of the street. Only property inside the described perimeter shall be considered a part of the district. Within the perimeter of the downtown snow removal district, snow removed from

contiguous properties may be deposited at the curb line, for later pickup and disposal by the City.

- (3) **CITY ABATEMENT.** In the event the owner or lessee of any lot or parcel of land fails to comply with or violates the provisions of sub (1), above, or violates sub (2), above, the Street Superintendent or designee may summarily remove such snow and ice and cause the cost of said removal to be charged to the owner of the property from which said snow or ice has been removed, after first providing the property owner with an abatement notice pursuant to §10.07(2)(a) of the City Code. An abatement notice under this §8.05 need only be served once upon a property owner per winter season. If the charge is not paid within 30 days of the date of billing, an additional administrative charge of 10% of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate of 1% per month until paid, and such charge shall be extended upon the current or next tax roll as a charge for current services as provided in §66.0627, Wis. Stats.
- (a) Appeals. A property owner may appeal the charge to the Administrative Committee by notifying the City Clerk within 14 calendar days of the date of the City's invoice to the property owner. The Administrative Committee shall hear the appeal at their next regularly scheduled meeting, time permitting, and the decision shall be final. The Administrative Committee may consider the following when determining the merits of the appeal:
- i. Whether the snow/ice warranted an abatement pursuant to subs (1) or (2), above, and
 - ii. Whether the City provided the property owner with a notice of abatement, and
 - iii. Whether the property owner took reasonable steps to abate the nuisance as required by this Section, and
 - iv. Whether the charge invoiced to the property owner was reasonable.
- (4) **VIOLATIONS.** Any person violating any of this §8.05 shall be subject to a forfeiture as provided in §25.04 of the City Code. Each day any violation of this subsection continues shall constitute a separate offense. Prosecution under sub (1) or sub (2), above, shall not bar the City from proceeding under sub (3), above, nor shall proceeding under sub (3), above, bar prosecution under sub (1) or sub (2), above.

This Ordinance shall take effect upon passage and publication as provided by law and have an effective date commensurate with the sale of said property.

Moved by Wedekind, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2542** approve repealing Planned Development Overlay zoning district that was approved on October 8, 2019 to convert the existing office building located at 1208 9th Street to a Family Day Care Center and revert the zoning to its original underlying B-3 Highway Oriented Business zoning classification as requested by Karla and Josh Reinhardt, LC.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DOES ORDAIN AS FOLLOWS:

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP

- (4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

- (d) Planned Unit Developments. The Planned Unit Development 2019-02 that was approved on October 8, 2019, as Ordinance 2530, and incorporated into the zoning map is hereby repealed.

This Ordinance shall take effect upon passage and publication as provided by law and have an effective date commensurate with the sale of said property.

ADMINISTRATOR AND COUNCIL COMMENTS

- Reminder of “No Smoking in City Parks” according to City Ordinance 19.03(12) adopted March 12, 2019.
- Effective January 1st, the City of Baraboo now contracts with Abby Vans for the Shared Ride Taxi Service.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** November, 2019 – Fire Dept. & Treasurer
December, 2019 – Building Inspector
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

December 10, 2019

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Adm. Geick, E. Truman, B. Zeman, C. Haggard, W. Peterson, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Thurow, seconded by Kent to approve the minutes of November 26, 2019 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Thurow, seconded by Kent to recommend to Council for approval of the accounts payable for **\$492,125.55**. Motion carried unanimously.
- b) **Approve contract with Donohue & Associates, Inc. for the construction administration services of the Oak Street Booster Station Electrical Upgrade for the not to exceed amount of \$23,255.** W. Peterson explained that because they had not previously worked with Donohue & Associates, Inc., they did this as a two-phase project. Because Donohue & Associates, Inc. did such a great job with the design and bidding phase of the project, they did not solicit other firms for the construction administration services. Their proposal is well within the market range for construction. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

- c) **Approve the low bid of Pieper Electric in the amount of \$247,748 for the replacement of the electrical system of the booster station.** W. Peterson noted that 4 bids were received for this project. The bids included the Base Bid, an Alternate 1 which eliminated the generator and Alternate 2 which installs a new driveway for the generator. Because the bids received were within the estimated amounts, Alternate 1 will not be pursued. It's recommended we accept the bid from Pieper Electric for the replacement of the electrical system and the installation of a new driveway to the new generator (alternate 2) for a project total of \$247,748. Moved by Thurow, seconded by Kent to recommend the low bid of Pierper Electric to Council for action. Motion carried unanimously.
- d) **Approve the contract with SEH Inc. for the Baraboo Utilities Design services of the WisDOT Hwy 33 reconstruction in the amount of \$99,500.** W. Peterson reminded the Committee that the DOT is planning to reconstruct Hwy 33 within the next few years. Because the utilities are stand-alone under the highway, any changes we would like made with the project must have the engineering done separately. We then forward that information to the DOT to incorporate into their plans; it then becomes part of their construction plan. Six proposals were sent out, with 4 returned. Because the low bids lacked DOT experience, had weak proposals, and low availability of staff, W. Peterson is requesting that we move forward with SEH, Inc. Moved by Kent, seconded by Thurow to recommend contracting with SEH, Inc. to Council for action. Motion carried unanimously.
- e) **Approve the contract with Allen Steele Company Inc. for the construction of the Mill Race Water Main & Sanitary Sewer River Crossing Replacement at a cost of \$245,415.40.** W. Peterson explained that our current sewer and water crossing below the Manchester bridge was built in the 1930's. Because the existing sewer crossing is a single barrel and we are starting to experience some difficulties with the sewer siphon not working correctly, he is proposing we install a new dual-barrel. Because the water main lies right next to the sewer, he is proposing this be replaced at the same time. It's recommended that we accept the bid from Allen Steele Co. Inc. in the amount of \$245,415.40 for the directional drilling of an 8" dual-barrel sewer crossing, replacing the 6" water main, installing an additional 2" conduit, and replacing the additional 385' of water main east of the river. Moved by Thurow, seconded by Kent to recommend approving the contract with Allen Steele Company Inc. to Council for action. Motion carried unanimously.
- f) **Authorize Finance Director to combine the Economic Development Grant Fund 984 with the 1979 Community Development Block Grant (CDBG) Fund and name the new Fund the "Revolving ED Loan Fund 986."** C. Haggard explained that she is asking for permission to consolidate and rename these funds. Moved by Thurow, seconded by Kent to approve consolidating and renaming these funds. Motion carried unanimously.

Informational Items – Airport Financial Statements

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:19pm.

Baraboo Economic Development Commission Minutes

December 5, 2019

- I. Call to Meeting to Order and Note Compliance with Open Meeting Law**
Chair John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.
- II. Roll Call**
Present: Alt, Bowers (5:35), Ayar, Caflisch, Johnson, Mueller, Palm, Reppen, Ryan, Taylor, Wastlund, White
Absent: Walczak
Other: Kenney Downing, Patrick Cannon
- III. Approve Agenda**
Motion to approve the agenda as presented
Taylor (1); Johnson (2)
Aye: All via voice vote
Nay: None
- IV. Approve Minutes**
Motion to approve the minutes for October 3, 2019

Palm (1); Taylor (2)
Aye: All via voice vote
Nay: None

V. Public Comment

Mayor Palm introduced Ms. Kenney Downing. Ms. Downing is the new City Administrator.

VI. Old Business

a. Updates on Development Activities

- Mayor Palm updated on the following:
 - Paving has been completed on the City Street projects for 2019
 - The Plan Commission is looking at a zoning change for Neighborhood Zoning
 - A summary of the 2020 budget highlights was provided
 - Jason Kent will be serving as the new Alder for District #6
- Ms. Mueller indicated that the School District has added 9.5 new positions
- Ms. Ryan indicated that Powered up has created a new web site and over 60 people attended their launch
- Dr. Ayar indicated that the University will be offering two new Masters Programs
- Ms. Caflisch indicated that the Chamber has passed their 2020 budget and they are looking at holding and Oktoberfest in the fall
- Mr. Taylor indicated that the Classic Club feed over 500 meals
- Mr. White updated the group on the following
 - Annual Fall Forum
 - SCDC is working with the county on housing issues
 - The Innovation Group meeting was cancelled due to low registrations
- Mr. Bowers indicated that the Village has passed their 2020 budget with no one attending the meeting
- Mr. Johnson indicated that dairy prices are up.
- Mr. Reppen indicated that Servo is doing well and in need of employees. The County has also passed their 2020 budget
- Ms. Wastlund indicated that the CDA held its annual meeting and elected new officers for 2020

VII. New Business

a. Establishing 2020 Goals for BEDC

The Board noted that previous goals included:

- River Trail Way
- Four Lane Highway
- Workforce Housing

Members were asked to think of future goals and that a Strategic Planning session should be held.

b. Consideration and discussion of changing the January 2020 meeting date

It was noted that the January meeting is scheduled to be held on January 2, 2020. After discussion of potential new dates, it was decided to not change the date.

VII. Update Partner Presentation Schedule

Mr. Bowers indicated that he will be looking to hold a meeting at Glacier Rock in February.

VIII. Commissioner and City Staff comments

No additional comments were provided.

IX. Adjournment

Motion to adjourn the meeting was made at 7:01 pm.

Palm (1); Caflisch (2)
Aye: All via voice vote
Nay: None

Present: Members: Brunker, Stelling, Yount, Sloan, Byberg, Marklein, Wickus
Others: Downing

Absent: Fay, Kolb

Vice President Wickus called the meeting to order at 5:56

Approval of November 2019 minutes: Byberg/Sloan

Adoption of Agenda: Stelling/Brunker

President: None

Secretary: None

Treasurer: We need to allocate additional funds in the 2020 budget to cover additional administrative expense. We will need to amend our budget to allocate the recommend \$2,200 to this item and move money to cover the additional expense for 2019.

Appearances: Garlands are looking a little rough; Bekah will check into this, but may be due to weather.

Business Development: None

Finance: None

Parking: None

Promotions: Did a billboard campaign in conjunction with the Chamber.

New Business

1. Vouchers:

a.	Franz Landscape (Appearances)	\$875
b.	Baraboo Area Chamber (Promotions)	\$1,875
c.	Lanman and Lanman (Appearances)	\$107.61
d.	Capital Newspapers	\$112.06
		\$60.02
	Total:	\$3,029.69

Approved: Sloan/Byberg

Motion to adjourn at 6:20 p.m. by Stelling/Sloan

Minutes of the Public Safety Committee Meeting

December 9, 2019

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Ed Geick, Administrator Kennie Downing, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Attorney Emily Truman, Wade Peterson, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. Wedekind said that Item E. to recommend approval of the proposed Water Meter Reading Agreement with the Village of West Baraboo would be deleted from the agenda. It was moved by Kolb, seconded by Plautz to approve the agenda as amended. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the October 28, 2019 meeting. Motion carried unanimously.

New Business

- a. Review Proposals for STH 33 Engineering Services and recommend award of contracts – Peterson said that the DOT is going to be doing STH 33 in 2023 or 2024 and the Utility has work that needs to be done during this project, and all engineering work needs to be submitted to the DOT by the end of 2020. Peterson explained the process for receiving RFP from different engineering firms. He said that staff is suggest to use SEH, they are not the low bidder; however, SHE is a sub to the DOT to do some of their work, and feel that they are the best fit for the project. It was moved by Kolb, seconded by Plautz to recommend award of contracts to SEH. Motion carried unanimously.
- b. Review Proposals for Oak Street Booster Station Construction Engineering Services and recommend award of contract – Peterson said that Donahue & Associates is the firm that did the design and he bidding for the Oak Street Booster Station and staff would like to continue with them for the construction portion of it. Peterson said that the firm did an outstanding job with the first part and hit all the timelines. Peterson said that the construction part is approximately \$250,000 and this is about 10%, which is about the market for doing construction

engineering. It was moved by Kolb, seconded by Plautz to recommend award of contract to Donahue & Associates. Motion carried unanimously.

- c. Review Bid Tabulation for Oak Street Booster Station Electrical Upgrade project and recommend award of contract to low bidder – Peterson said that the entire electrical system will be replaced from a 240 volt system to a 480-volt. He said they want to go with BFDs, and replace the generator. He said the base bid was just doing all the electrical; Alternate 1 was if the project were too much, we would not have done the generator, but rather use the portable generator. Alternate 2 is to do the driveway to get to the new generator. He said staff is requesting to use Pieper Electric for the base bid and Alternate 2. It was moved by Kolb, seconded by Plautz to recommend awarding contract to Pieper Electric for \$247,748. Motion carried unanimously.
- d. Review Bid Tabulations for Hill Street Utility Crossings and recommend award of contract to low bidder – Peterson said just south of the bridge there is a sewer syphon and water main that was installed in the 1930s. He said at this time we are experiencing problems with the sewer syphon, it is only a single barrel, which means there is only one pipe and it is difficult to get sewage from one side of the river to the other. He said that a dual-barrel syphon would be installed. Peterson said it is a directional bore project. Peterson then explained the alternates for the project. Peterson said at this time he is requesting the \$224,800.90 base bid, and then adding 385-feet of water main (Alternate A), for an additional \$20, 614.50, for a total of \$245,415.40. It was moved by Kolb, seconded by Plautz to recommend awarding the contract to Allen Steel Company, Inc. for \$245,415.40. Motion carried unanimously.
- e. Deleted
- f. Review and recommend award of 2-year contract for removal of snow and ice to low bidder – Attorney Truman presented the background to the Committee. She stated two bids were received, Sunrise being the low bidder. She said that Sunrise does have a minimum bid of \$40.00; however, when doing the math, Sunrise is still low bidder. It was moved by Plautz, seconded by Kolb to recommend awarding the 2-year contract for removal of snow and ice to Sunrise. Motion carried unanimously.
- g. Consider a No Parking area on north side of Sauk Ave between Industrial Court and State Rd 136, across from HAPCO's Loading Docks – Pinion said that HAPCO has expressed frustration regarding not being able to get into their loading docks due to semis being parked on both sides of Sauk Avenue. He said HAPCO is requesting a no parking zone across from the loading dock. He said that Chief Schauf and he looked at this and do not have a problem with this, and feels that there is a need. It was moved by Plautz, seconded by Kolb to approve a No Parking area on the north side of Sauk Avenue between Industrial Court and State Rd 136, across from HAPCO's loading docks. Motion carried unanimously.
- h. Review and possible recommendation to amend Chapter 5, Fire Department, of the Baraboo Municipal Code and to update the Official Fee Schedule for the corresponding permits – Attorney Truman presented the background. Truman said that the majority is cleanup to make sure it is all proper and correct. She said the two biggest changes are strictly policy decisions, one is for Fire Performers. She said that the Fire Chief and she that the best way to handle this would be a separate Fire Performer standard within the Fire Code itself felt it. The other big change is to get rid of open burning. She said that it would eliminate the ability to open burn; however, they would need the Chief's approval prior to a burn. Chief Stieve then explained the reasoning behind his request to the Committee. Stieve said that there would be a \$75.00 fee for the permit. Plautz said that he feels the \$75 fee is somewhat prohibitive, and the \$25 for a bon fire. He feels that the fees should be the same. Stieve said that if he had to go out to inspect yards, etc. for bon fires, it would be more than \$25, and more in the \$75.00 range. He said his opinion as a Fire Chief; he professionally thinks it is an equated way to do it, especially the facilities the City offers and the services offered because they are paying for them anyway with the leaf pickup, the compost site, etc. Kolb suggested making both fees \$50. Kolb stated that he feels that all keys should be clearly identified should be added in lock box section. Kolb moved to recommend all changes as suggested, with the amendments that all keys should be clearly identified should be added in the lock box section, and that the fees for open burning and bon fires should both be \$50.00. Plautz seconded the motion. Motion carried unanimously.
- i. Review and approval of monthly Billing Adjustment/Credits for Sewer and Water Customers for November 2019 – It was moved by Kolb, seconded by Plautz to approve the monthly billing adjustment/credits for Sewer and Water Customers for November 2019 as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson stated that the Water Foreman will be retiring on January 3, 2020. He said that the position was advertised throughout the State, four applicants were received; however, none of them were satisfactory. He said that one of the existing operators will be made an interim foreman for the next three months, if it goes well for him, he would be put into that position, if not the positions would be advertised again in the spring. He said it was difficult to get the bio-solids out, but they were fortunate to find a farmer to take it. He crews were busy with maintenance items, prepping the bills for the streetlight that is going on the water bills is complete and should be activated in January.
- b. Street Superintendent's Report – Pinion said that the Department has been busy collecting leaves, and today is the last day the department will be out. He said that the new mechanic, Travis Steinke would be starting employment on December 30th.
- c. Police Chief's Report – Chief Schauf had nothing to present to the Committee.
- d. Fire Chief's Report – Chief Stieve gave a shout out to Tim Klemm and John Morris for their interdepartmental cooperation. Stieve said that they have to continue to hit the recruiting area; they are now up to 34.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:52 p.m. Motion carried.

Administrative Committee

December 3, 2019

Present: Alderpersons John Alt, John Ellington and Heather Kierzek

Absent: None

Also Present: City Administrator, Ed Geick; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf and City Clerk, Brenda Zeman.

Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of November 4, 2019, seconded by Kierzek and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Liquor License.

Kierzek sought confirmation that someone can be an Agent at two locations. Chief Schauf confirmed that someone can be an agent for two locations, especially when it's a corporate retail place. He also added that an Agent is the licensed responsible party.

Motion to approve the change of Agent for Kwik Trip #855 (South Blvd.) by Ellington, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Picnic License.

Motion to recommend to approve and move on to council the Baraboo Young Professionals, Night Market, 12-20-2019 picnic license by Kierzek, seconded by Ellington and unanimously carried.

Consider Operator's Licenses

Motion to approve and move on to Council new licenses for Amy Bible, Sauk County Agricultural Society; Tara Greenwood, Sauk county Agricultural Society; Tammy Salaja, Casey's and Nancy Meiller, Bekah Kate's by Ellington, seconded by Kierzek and unanimously carried.

Approve and move on to Council renewal license for Joshua Ertel, Walmart by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, January 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:21AM CST.

Administrative Committee**January 6, 2020**

Present: Alderpersons John Alt, John Ellington and Heather Kierzek

Absent: None

Also Present: Mayor Palm; City Administrator, Kennie Downing; Police Chief, Mark Schauf; Attorney, Emily Truman and City Clerk, Brenda Zeman

Citizen Present: None

The meeting was called to order by Chairman John Alt at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of December 3, 2019, seconded by Ellington and unanimously carried.

Motion by Ellington to approve agenda, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Picnic License

Ald. Ellington questioned who receives the license. Chief Schauf noted that a Picnic License must be issued to a bona fide club and anyone vending alcohol must be under the direct control of the Agent or a licensed operator.

Motion by Ellington, seconded by Kierzek to approve the following Picnic Licenses:

- a) St. Joseph Catholic Parish, Gala of Gratitude, 1-24-20
- b) St. Joseph Catholic Parish, Fish Fry, 2-28-20, 03-13-20, 04-03-20
- c) St. Joseph Catholic Parish, Tri-Parish Trivia Night, 04-06-20

Motion carried unanimously.

Review and recommendation to the Council - Operator's Licenses

Motion by Kierzek, seconded by Ellington to approve and move on to Council NEW licenses for the following applicants:

- a) Dustin Nachtigal, Wal-Mart
- b) Tyler James Nemitz-King, Casey's
- c) Mariah Deyo, Baraboo Burger Company

Motion carried unanimously.

Review and recommendation to Common Council to amend § 8.05 of the City Code regarding Snow and Ice Removal

Atty. Truman explained that the proposed change is adding an appeals process. Currently, if someone appeals their ice or snow removal bill, it would go to the Administrative Review Board. This change would allow these appeals to come before the Administrative Committee. Motion by Ellington, seconded by Kierzek to recommend to Council for action. Motion carried unanimously.

Member comments

The next meeting will be Monday, February 3, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

It's proposed that the March meeting be held on February 25th. More discussion to follow at the February 3rd meeting.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:25AM CST.

- **Copies of these meeting minutes are on file in the Clerk's office:**

Public Arts	10-24-19	Library	11-5-19, 12-17-19
CDA	11-5-19, 12-3-19	Park & Rec	11-11-19
Pink Lady Rail	8-6-19	UW Campus	11-21-19
Plan Commission	12-17-19	Ambulance	10-23-19
Airport	12-03-19		

- **Petitions & Correspondence Being Referred:** None.

CLOSED SESSION

Moved by Wedekind seconded by Petty to go into Closed Session. Motion carried unanimously. The Mayor announced that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats, for the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (deliberate the City's investment of public funds in and contractual arrangement with the Baraboo District Ambulance Service).

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Alt, Kierzek, Thurow
Council Members Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, Clerk Zeman

OPEN SESSION

Moved by Wedekind seconded by Ellington to go into Open Session. Motion carried unanimously. The Mayor announced that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session.

Motion by Petty, seconded by Kolb that the City Administrator draft a correspondence in regards to the City's position involving exploring the possibility of the ambulance service; options that the City can explore and also notifying all Baraboo District Ambulance Service Commission members on the correspondence.

ADJOURNMENT

Moved by Ellington, seconded by Alt, and carried on voice vote, that the meeting adjourn at 7:55pm.

Brenda Zeman, City Clerk